



## VACANCY ANNOUNCEMENT

Helvetas Nepal is providing the Technical Assistance to the Rural Enterprises and Remittances Project (RERP) "SAMRIDDHI" project executed by Ministry of Industry, Commerce and Supply (MoICS) and funded by the International Fund for Agriculture Development (IFAD) for implementing vocational skills and apprenticeship training and is responsible for the overall management and monitoring of the vocational skills and apprenticeship component of the project. Helvetas Nepal invites applications from Nepali citizen for the following position.

**1. Position: Communication and Knowledge Management Coordinator (1)**

**Job Purpose:** The overall responsibility of this position is to ensure an adequate communication and outreach, documentation and knowledge management and periodic reporting of the project.

**Required Education, Experience and Social Competence:** Master's Degree in Journalism/ Mass Communication or English Literature or Social Sciences or in any relevant subject; Minimum three years of relevant experience on report writing, documentation and developing and disseminating knowledge products; Experiences working with government, civil society and private sector organizations; Commitment towards gender equality, social inclusion, and poverty reduction.

**Duty Station:** SAMRIDDHI office, Itahari, Sunsari

**Duration:** Until 31 December 2023

**Salary and Benefits:** As per rules and regulation of Helvetas Nepal

**Application Procedures:** Interested candidates who meet above requirements are requested to visit our website at <http://apply.helvetas.org.np> and submit application through online portal. Detail job description is available on the website. Priority will be given to the local candidates (candidates from the surroundings of the duty station).

Telephone enquiries will not be entertained. Only short-listed candidates will be contacted for the selection process. Helvetas Nepal reserves the right to reject any or all applications without assigning any reasons.

**Helvetas Nepal promotes workforce diversity and applies positive discrimination to candidates from discriminated groups (Woman, Dalit, Janajati, Madhesi/Terai, and other minority communities).**

**Deadline for submission of application:** Friday 14 October 2022



**HELVETAS**  
NEPAL